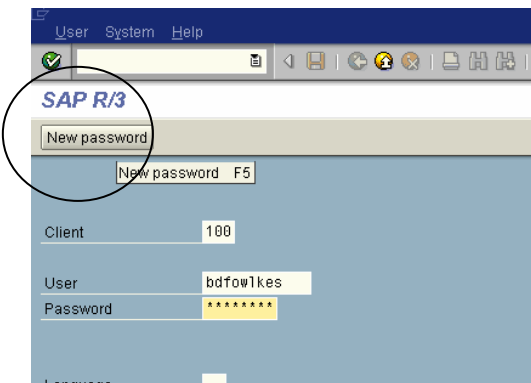# CHANGING USER PASSWORDS IN AASIS

Changing your user password in AASIS can be accomplished from the initial logon screen as depicted below.

1. Type your Client number (100 for Production)
2. Tab to the User Name field
3. Type your User Name
4. Tab to the Password field
5. Type your Current Password (**Do NOT press Enter**)
6. Select the New password button OR Press F5
7. At the SAP R/3 dialog box, type your desired New password
8. Tab to the Repeat password and type the desired password again
9. Press Enter or the green check
10. If your password is NOT in compliance with AASIS security policy, the user will receive an Error message and must select a new password.
11. If you have questions about changing passwords in AASIS, please call the AASIS Help Desk at 683-2255 or complete the Help Desk form on the AASIS web site at http://aasis.state.ar.us/helpdeskform.htm.

Steps 1-6

Steps 7-9